

VIRGINIA NATIONAL GUARD
TECHNICIAN EMPLOYMENT OPPORTUNITY ANNOUNCEMENT NUMBER 06-53

POSITION: Secretary (OA)(Indefinite), 06-53, (PD Number: N0011)

GRADE/PAY: GS-0318-07 \$35,625.00 - \$46,310.00 per annum

DUTY LOCATION: JFHQ, Richmond, VA

OPENING DATE: 4 May 2006

CLOSING DATE: 18 May 2006 (1700 hrs)

EMPLOYMENT STATUS: Non-Dual Status (Competitive-GWOT) Emergency Hire Personnel

WHO CAN APPLY: This is a non-dual status (competitive) indefinite position and does not require Guard membership. Applications will be accepted from all current non-dual status (competitive) personnel currently employed under the Emergency Hiring Authority. **Emergency Hire appointments may not exceed a maximum total of two years for an individual.**

POINT OF CONTACT: Maj Michael Lovell, (804) 236-6747

QUALIFICATION REQUIREMENTS:

GENERAL: Progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled.

SPECIALIZED: Work experience listed on the application must show at least one year equivalent to the GS-05 level of experience that equipped the applicant with the particular knowledge, skills, and abilities (KSAs) to perform successfully the duties of the position, and that is typically in or related to the position to be filled.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs) REQUIREMENTS: Applicants should prepare separate statements addressing all KSAs listed below. Explain any military and/or civilian experience which supports each KSA. **The KSAs are not used for basic qualification.** They are used solely for the purpose of rating and ranking candidates when there are more than ten (10) qualified applicants. If there are more than 10 qualified candidates certified, the KSAs will be used to assist in determining the best qualified candidates to be referred to the selecting supervisor. Failure to provide KSAs may result in inability to refer basically qualified candidates for consideration or interview.

1. Knowledge of the organization and function, sufficient to refer visitors, telephone calls, and mail.
2. Skill in operating a typewriter. Knowledge of grammar, spelling, punctuation, and required formats.
3. Ability to keep supervisor's calendar, to arrange meetings and conferences, reserving conference rooms and notifying all participants; making travel arrangements, typing travel vouchers and reports.
4. Ability to establish a filing system, to classify, retrieve, and dispose of materials.

DUTIES AND RESPONSIBILITIES - POSITION DESCRIPTION N0011: Controls access to the Command Administrative Office (CAO). Maintains the CAO calendar and schedule of appointments. Reviews incoming correspondence, publications, regulations, and directives which may affect the supervisor, or programs within the supervisor's purview. Receives visitors and telephone calls. Keeps the supervisor's calendar. Assists in managing the Internal Management Control Program (IMCP). Assist the Deputy STARC Commander and Chief of Staff with planning and coordination of the Command Inspection program. Oversees the officer evaluation program. Assists in the development of policy letters which may require researching applicable directives from higher authority to ensure that no conflict will result from issuance of new policy. Maintains and administers multiple support budgets for the Command Administration Office. Maintains personal contact with functional managers to discuss administrative practices and services, provides technical advice and guidance, and recommends methods and procedures where necessary. Provides for control of all classified for the Command Administrative Office.

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APPLICATION PROCEDURES: INTERESTED APPLICANTS MAY APPLY BY SUBMITTING A RESUME, THE OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT (OF 612), OR THE SF 171, AND KSAs TO: THE ADJUTANT GENERAL OF VIRGINIA, ATTN: VAHR-P, BUILDING 316, FORT PICKETT, BLACKSTONE, VIRGINIA 23824-6316 BY THE CLOSING DATE SPECIFIED ON THE ANNOUNCEMENT. APPLICANTS MAY ALSO EMAIL APPLICATIONS TO vaguardtechjobs@va.ngb.army.mil or fax to (434) 298-6381. APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED. THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

CONSIDERATION FOR THIS POSITION WILL BE WITHOUT REGARD TO SEX, AGE, OR HANDICAP (EXCEPT WHERE REQUIRED BY MILITARY REGULATIONS), RACE, COLOR, NATIONAL ORIGIN, RELIGION, LAWFUL POLITICAL AFFILIATION, OR MEMBERSHIP/NONMEMBERSHIP IN AN EMPLOYEE ORGANIZATION... RELOCATION EXPENSES WILL NOT BE PAID...SELECTEE REQUIRED TO PARTICIPATE IN DIRECT DEPOSIT/ELECTRONIC FUND TRANSFER.

A complete listing of all current Virginia National Guard Technician Employment Opportunity Announcements is available at <http://www.varich.ang.af.mil/hro/jobs/jobs.htm>. Nationwide vacancy announcements are available at <http://www.neguard.com/jobs/Docs/statepoc.htm>.

TPVA 06-53

DAVID A. ARCHER
COL, AD, VaARNG
Human Resource Officer